

WORKING WITH THE RGFO 2018

Fieldwork Authorizations ("FWAs")

Please e-mail us a PDF containing the completed FWA application form and map of the proposed inventory area, along with shapefiles in NAD 83, Zone 13. We will complete the process on the same day the FWA request is received, or very shortly thereafter.

Follow the BLM Colorado Handbook for inventory requirements (e.g., 50' on both sides of a corridor centerline).

Permittees may not place physical datum markers on sites. If this occurs, the permittee will be required to return to the field and retrieve them.

Pre-Field Literature Reviews

There is no need to visit the office. RGFO and SHPO have much of the same information, which can be accessed in the Compass database. However, the SHPO is currently behind in updating Compass, so please let us know if you notice missing data.

Reporting and Finalizing

The Colorado SHPO Limited Results Cultural Resources Survey Form may be used for reports of negative inventories, or inventories during which four or fewer isolated finds were recorded.

Permittees must strictly adhere to Colorado permit stipulations regarding reporting. Final reports must be submitted to the BLM, **not** to the operator or proponent.

Draft documents must be in Word format and final documents must be in PDF format and compiled (not submitted in sections). Please do not include blank pages in the PDF. **PLEASE DO NOT LOCK PDF FILES** (make them read only). If we need to make a slight change or add the final letter to the report, we will not be able to do so.

Please add the following discussions to your report:

1. Direct, indirect and cumulative impacts of the undertaking.
2. A section discussing your recommended determination of effect. **Remember: the DOE applies to the undertaking as a whole, not to individual sites [36 CFR 800.4 (d)(D)(2)].**

Before finalizing reports, send us shapefiles of inventory areas and any sites found. Electronic requirements are described in detail in the Digital Specification Handbook, and must be followed. Please use short, stable filenames and **DO NOT PLACE COMPRESSED ("ZIPPED") FILES IN ANOTHER COMPRESSED FILE.**

After we receive acceptable shapefiles, BLM will request a SHPO document number. After the SHPO assigns the number (usually the same or next day), we send it and our report number back to you to incorporate into your reports.

When the reports are complete, send us final PDF files of reports and of any site forms. Also mail us two hard copies. We will e-mail you a scanned copy of our letter to the SHPO after it has been signed.

The RGFO can no longer accept CDs with site or GIS information. The data must be transferred via a direct, dedicated link to a secure cloud service, such as an FTP site. Contact the RGFO if you need assistance.

Curation

The Royal Gorge Regional Museum and Local History Center, in Cañon City, is now able to accept BLM collections from RGFO compliance projects. Please contact Lisa Studts at (719) 269-9036 to set up a curation agreement.

In general, we ask that you collect diagnostics or unusual artifacts from BLM land. However, the policy might vary depending on the undertaking, so please contact the office if you are unsure.